

UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Combat Service Support Schools
Marine Corps Base
Camp Lejeune, North Carolina 28542

FMOC 0702
APR 2000

STUDENT OUTLINE

FINANCIAL REPORTS

LEARNING OBJECTIVES:

1. TERMINAL LEARNING OBJECTIVES:

(1) Given daily business, DD 2665 and 2657 forms, calculator, and references balance daily business to ensure the balance sheet cashbook is correct in accordance with the DODFMR, Vol. 5. (3404.4.2)

(2) Given U. S. Treasury checks, cash collection vouchers, and/or deposit tickets, and the reference manage payments/collections to ensure proper and accurate processing in accordance with the DODFMR, Vol. 5. (3404.4.3)

2. ENABLING LEARNING OBJECTIVE:

(1) Given a simulated situation pertaining to a daily agent accountability summary, calculator, subsidiary records, sample disbursing vouchers, and with the aid of reference certify the daily statement of accountability for the situation, in accordance with the DODFMR, Vol. 5. (3404.4.2a)

(2) Given a simulated situation pertaining to a daily statement of accountability, subsidiary records, calculator, and with the aid of reference certify the daily statement of accountability for the situation in accordance with the DODFMR, Vol. 5. (3404.4.2b)

(3) Given a simulated situation pertaining to a statement of accountability, subsidiary records, calculator, and with the aid of reference certify the statement of accountability for the situation, in accordance with the DODFMR, Vol. 5. (3404.4.3a)

(4) Given a simulated situation pertaining to the financial reports of the Disbursing Officer, and with the aid of reference identify the financial reports of the Disbursing Officer for the situation, in accordance with the DODFMR, Vol. 5. (3404.4.3b)

OUTLINE:

1. PURPOSE OF THE STATEMENT OF AGENT OFFICER'S ACCOUNT (DD FORM 1081)

a. The purpose of the DD form 1081 is to serve as a summary of cash transactions and receipt for cash and vouchers on hand between DOs and their agents officers (deputies, agents, cashiers, paying agents, and collection agents).

b. The DD Form 1081 summarizes transactions for the period of duty covered by the turn-in. The Disbursing Officer or primary deputy shall verify the DD Form 1081 when the deputy, agent, or cashier's account is settled. The verification includes an actual cash count.

2. PREPARATION OF THE STATEMENT OF AGENT OFFICER'S ACCOUNT (DD FORM 1081) BY THE DISBURSING OFFICER

a. Disbursing Officers shall prepare the DD Form 1081 in an original and 2 copies to account for an advance of funds to an agent officer. (deputies, cashiers, etc.)

b. The Disbursing Officer and the agent officer shall place an "X" in the box provided opposite the "On Advance" statement as appropriate, to indicate that the form is to account for an advance of funds to an agent officer, and they shall complete the date and signature blocks to authenticate the statement shown opposite the box checked. The signed original and duplicate of the form shall be delivered to the agent officer. The triplicate copy shall be retained by the DO pending the return of the signed original by the agent officer.

3. PREPARATION OF STATEMENT OF AGENT OFFICER'S ACCOUNT (DD FORM 1081) BY AGENT OFFICER

a. The agent officer shall prepare DD Form 1081 in an original and 2 copies to account for a return of funds and/or vouchers to the Disbursing Officer.

b. The agent officer and the Disbursing Officer shall place an "X" in the box provided opposite the "On Return" statement as appropriate, to indicate that the form is prepared to account for the return of funds and/or vouchers to the Disbursing Officer, and they shall complete the date and signature blocks to authenticate the statement shown opposite the box checked. The signed original and duplicate of the DD Form 1081, with the funds and/or vouchers, shall be delivered to the DO. The triplicate copy shall be retained by the agent officer pending return of the signed duplicate by the DO.

4. PURPOSE OF THE DAILY AGENT ACCOUNTABILITY SUMMARY (DD FORM 2665): (10 MIN)

a. The DD Form 2665 is the prescribed daily accountability document to the DO for deputies, agents, and cashiers.

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b. The DD Form 2665 summarizes transactions for each business day. In order for the DD Form 2665 to depict a continuous picture of the transactions affecting the accountability of a deputy, agent, or cashier, the first DD Form 2665 prepared after receipt of an advance from the DO shall show the advance, and the last DD Form 2665 prepared up to the time of turn in shall show the turn in.

c. The DD Form 2665 is a stand-alone document that provides a complete picture of the deputy, agent, or cashier's accountability transactions from day to day.

5. PREPARATION OF THE DAILY AGENT ACCOUNTABILITY SUMMARY (DD FORM 2665)

a. Every deputy, agent and cashier shall prepare a DD Form 2665 for each day business is transacted. The DD Form 2665 is prepared in an original **only** and shall be a permanent record (typed or printed in ink).

b. The DD Form 2665 is prepared daily in conjunction with the DD Form 1081. The DD Form 1081 is used as the covering transmittal document for submission of the DD Form 2665 to the Disbursing Officer.

6. PURPOSE OF THE DAILY STATEMENT OF ACCOUNTABILITY (DD FORM 2657)

a. The DD Form 2657 summarizes the amounts the Treasury would look to recover from the DO if the DO ceased operations on that day.

b. Documents representing cash for which the DO remains accountable but which are not physically in the DO's custody (such as the DD Form 1081) shall be kept in the DO's vault or safe and shall be accounted for daily on the DD Form 2657.

c. When accounts are inspected, the DD Form 2657 shall be presented to the inspecting officer(s) for examination.

d. Amounts on the DD Form 2657 are at a summary level only, including a summary of all disbursements and collections made during the business day by the DO, deputies, agents and cashiers.

e. Section I of the DD Form 2657 computes the total DO accountability to the Treasury at the end of each business day. Accumulated DD Form 2657 accountability on the last day of the accounting period (Month-to-Date Column) is the accountability reported on the SF 1219.

7. PREPARATION OF THE DAILY STATEMENT OF ACCOUNTABILITY (DD FORM 2657)

- a. Every Disbursing Officer shall prepare a DD Form 2657 for each day business is transacted.
- b. The DD Form 2657 shall be prepared in an original **only** and shall be a permanent record (typed, or printed in ink).

8. PURPOSE OF THE STATEMENT OF ACCOUNTABILITY (SF 1219):

- a. The Statement of Accountability will show summary totals of all receipts and expenditures of public funds occurring during the accounting period and the status of the disbursing officer's accounts at the close of that period.
- b. Normally the accounting period begins on the first day of each calendar month and ends on the last day of each calendar month.
- c. An accounting period never extends beyond the end of a calendar month.

9. PREPARATION OF THE STATEMENT OF ACCOUNTABILITY (SF 1219)

a. **Erasures, strike-overs, or marks of any description other than legitimate entries are not permitted on the Standard Form 1219.** A SF 1219 will be submitted each month for each disbursing symbol, whether or not any transactions occur or any accountable balance is involved. A final SF 1219 shall be prepared and submitted by the DO being relieved irrespective of the fact that the last day of an accounting period may be other than the last day of the month. The final SF 1219 shall be plainly marked "FINAL" in the blank space directly above the name line.

b. Use cumulative month-to-date totals from the final DD Form 2657 for the accounting period (month) to complete the similarly numbered lines on the SF 1219. Certain alpha-suffixed cumulative totals on the DD Form 2657 must be combined for entering on the SF 1219.

10. FINANCIAL REPORTS; GENERAL INFORMATION

- a. The original monthly financial reports are prepared on a calendar month basis, beginning with the first day of the month or the first date of a new Disbursing Officer's accountability and continuing through the end of the month, or the last day of the Disbursing Officer's accountability, such as when a Disbursing Officer is relieved before the end of the month.
- b. An accounting period will never extend beyond the end of a calendar month. Whenever possible, the date of relief will be the last day of a month so that the transfer can be effected without submission of an additional set of financial reports.

c. In the rendering of your financial reports there are specific timetables established which must be strictly adhered to. Time frames have been established for the transmission of your Marine Corps Data Network DOV Data (MCDN), your Original Reports, Advance Reports and your Checking Account Reports.

11. MARINE CORPS DATA NETWORK DOV DATA (MCDN)

a. The MCDN is the electronic transfer of financial data to the Defense Finance and Accounting Service, Kansas City, via the computer network.

b. The disbursing officer's data is required to be transmitted via MCDN by the second workday of the month following the accounting period.

12. ORIGINAL FINANCIAL REPORTS:

a. The original financial reports will be mailed as soon as possible after the account is closed and balanced, but no later than the **fifth working day** following the accounting period.

b. Disbursing Officers shall submit original vouchers and payrolls in numerical sequence by groups in folders as follows:

1. Collection Vouchers
2. Travel Vouchers
3. Civilian Payrolls
4. Military Payrolls
5. All other vouchers (i.e. Public Vouchers)

c. Each folder shall be briefed to show a descriptive notation as to the type of vouchers; the name and rank of the Disbursing Officer; and the accounting period. Vouchers are usually filed with 50 vouchers in a folder, annotate the cover of the folder(s) with folder number such as "1 of 3", "2 of 3", etc. The SF 1219 and supporting schedules and reports shall be attached securely and placed in separate folders from the vouchers, payrolls, and pay receipts.

d. Disbursing Officers will also submit a folder of basic original returns, which consist of the following reports as needed:

1. SF 1219
2. SF 215
3. SF 5515
4. Schedule of deposit activity
5. SF 1179
6. Schedule of collections
7. Schedule of disbursements

e. Along with those reports a Transmittal of Statements and Vouchers (DD Form 2666) must be submitted as the covering document for the financial reports. It will be dated on the date the returns are actually forwarded and will state the type of documents submitted, detailed information as to the specific contents, and the number of packages used to ship the reports. The original DD Form 2666 will be placed in the basic folder of original reports which contains the original SF 1219 and supporting papers. A duplicate copy of the transmittal will be retained by the Disbursing Officer for record purposes.

f. The post office has rules about shipping boxes. They have specific sizes which can not be exceeded. The box can not weigh over 70 lbs and to prevent the folders from being shaken about or scattered, pack the boxes well with scrap paper or styrofoam. Mark the outside of the box "ORIGINAL REPORTS" and mail them to the following address:

Director
Defense Finance and Accounting Service
Kansas City Center (ACI)
Kansas City, MO 64197-0001

13. ADVANCE REPORTS:

a. The advance reports will be mailed **by the second workday** of the month following the end of the accounting period. These reports contain copies of all cross disbursements:(collection vouchers, disbursement vouchers, and military payrolls paid under appropriation data specific to the other branches of the Armed Forces); as well as copies of vouchers paid under specific Marine Corps appropriations, as indicated in the Vol 5. Each different classification of these vouchers should be filed in a separate folder.

b. The Advance Reports will be packaged up and mailed to the Defense Finance and Accounting Service. Each folder will be briefed to show a descriptive notation as to type of vouchers; name and rank of the disbursing officer; DSSN; and the accounting period.

c. Mark the outside of the package "Advance Reports" and mail it to the following address:

Director
Defense Finance and Accounting Service
Kansas City Center (ACI)
Kansas City, MO 64197-0001

14. CHECKING ACCOUNT REPORTS:

a. All disbursing officers that maintain a U.S. Treasury checking account are required to submit checking account reports.

b. Currently disbursing officers report their check issues utilizing the CICS application. DFAS-KC then consolidates the data and transmits it to DFAS-Cleveland. All DOD data is consolidated there and forwarded to Treasury.

c. The checking account returns will be prepared and submitted on or before the **10th of the month** following the close of the check issue month. The checking account returns will consist of a consolidated SF 1179 to summarize the check issues for the month, and check issue detail records. (preparation - pg 205/ example - pg 216)

d. Month End Check Issue Summary (SF 1179) is prepared in an original and 2 copies. The SF 1179 will indicate the beginning and ending check number in each check range and the total dollar value of the checks in that range for each check range that is used by the DO. Any adjustments due to FMS Forms 5206 (check issue discrepancies) will be annotated as well. The original SF 1179 is mailed to the Department of Treasury at the address indicated below.

e. The checking account returns will be mailed to:

Financial Analysis Branch
Financial Management Service
Department of the Treasury
Room 600E
3700 East-West Highway
Hyattsville, MD 20782

15. RETAIN REPORTS:

a. Retained returns will consist of a copy of each and every document submitted as part of the original, advance, and checking account returns. They will be retained as Government property at a place readily accessible to the officer transmitting his returns.

b. Retained records require no special security storage precautions. Good management however, demands that the records be maintained in good condition and in an orderly fashion. Controls must be in place to ensure that retained records removed from files are identified as being out of file and that follow-up is required to ensure their return.

c. Retained records shall be destroyed when one year old, as provided in Title 8 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies.

LIST OF SUPPORTING PAPERS

1. Student Outline - FMOC 0702 Financial Reports
2. Student Practical Application Handout
3. Slide show - FINRPTS FM0702

<u>SLIDE NO.</u>		<u>DESCRIPTION</u>
1	FM0902-1.CHT	TITLE
2	FM0902-2.CHT	PURPOSE OF DD FORM 1081
3	FM0902-3.CHT	PREPARATION OF DD FORM 1081
4	FM0902-4.CHT	PURPOSE OF DD FORM 2665
5	FM0902-5.CHT	PREPARATION OF DD FORM 2665
6	FM0902-7.CHT	PURPOSE OF DD FORM 2657
7	FM0902-7.CHT	PREPARATION OF DD FORM 2657
8	FM0902-8.CHT	PURPOSE OF SF 1219
9	FM0902-9.CHT	PREPARATION OF SF 1219
10	FM0902-10.CHT	TYPES OF FINRPTS